Certified Health IT Product List (CHPL)

Developer USER GUIDE

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Document History

Version Number	Description of Change	Date
1	Final Developer User Guide published.	January 1, 2022

User Account Activation

1) A Developer User invited to create or update an account on the CHPL will receive an account invitation email with instructions. *Please note a user associated with more than one developer organization will receive more than one invitation.*

2) Once you receive the account invitation email, click on the link referenced in the email to create or update an account. *Please note the invitation link is only valid for 3 days.*

3) Once the User Registration page opens --

   a. Create a New User Account: Please proceed to Step 4 to create a new user account. If you have already created a user account and need to link it to an additional developer organization, please update your existing user account instead.

   b. Update an Existing User Account: Log in to your existing user account on the User Registration page if you have received more than one account invitation. The update process will link your account to an additional developer organization and can be repeated as needed for subsequent invitations.

4) To create a new user account, click on **"Create a New Account"** on the User Registration page.

User Registration

Welcome to ONC's Certified Health IT Product List (CHPL). You have been invited to be an Administrator, which will allow you to manage your organization's information on the CHPL. Please log in to your existing account to add any permissions and/or organizations, or create a new account by selecting the 'create a new account' button below.

Log in to your existing account

EMAIL (OR USER NAME) *

PASSWORD *

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LOG IN TO YOUR ACCOUNT

If you require accessibility assistance, please visit the Health IT Feedback and Inquiry Portal and select "Certified Health IT Product List (CHPL)" to submit a ticket.

Or   CREATE A NEW ACCOUNT

5) Fill out the user account fields and create a password for your CHPL user account. Re-enter your password in the **"Verify Password"** field, and click on **"Create Account"**.

User Registration

Welcome to ONC's Certified Health IT Product List (CHPL). You have been invited to be an Administrator, which will allow you to manage your organization's information on the CHPL. Please log in to your existing account to add any permissions and/or organizations, or create a new account by completing the form and selecting the 'create account' button below.

Create a new account.

FULL NAME *

FRIENDLY NAME

TITLE

PHONE NUMBER

EMAIL *

PASSWORD *

━━━ Awful

VERIFY PASSWORD *

CREATE ACCOUNT

If you require accessibility assistance, please visit the Health IT Feedback and Inquiry Portal and select "Certified Health IT Product List (CHPL)" to submit a ticket.

Or   LOG IN TO YOUR EXISTING ACCOUNT

6) A new page will load indicating your account has been created and that you should check your email to activate your new account.

7) When you receive the activation email, click on the link referenced in the email to activate your account. *Please note if you try to log in to CHPL without activating your account, a new activation email will be generated. If the activation link has expired, please see the "Technical Assistance" section of this User Guide to submit a ticket.*

8) Once the User Confirmation page opens, your account has been activated and you can log in to the CHPL.

9) Once logged in, you may select the **"Show Navigation"** link at the top of the page to view the CHPL navigation links. *Please see the "CHPL Navigation" section of this User Guide for more information.*

Show navigation ◄

YOUR NAME

User Confirmation

Thank you for confirming your account. You may now log in.

Your Name

LOG OUT

CHANGE PASSWORD

CHPL Navigation

1) To navigate the CHPL as a Developer User, log in to your CHPL account by clicking on the **"Administrator Login"** button in the upper right corner of the CHPL.

2) The main menu is located towards the top of the screen, and a **"Hide Navigation"** link will appear above the logged in menu.

3) Clicking **"Hide Navigation"** will hide the public navigation items, which are the yellow links (i.e., CHPL Resources, Shortcuts). It will also keep the logged in menu at the top of the screen while scrolling. *Please note this link will only appear for a logged in user and is not available on the public view for a non-logged in user.*
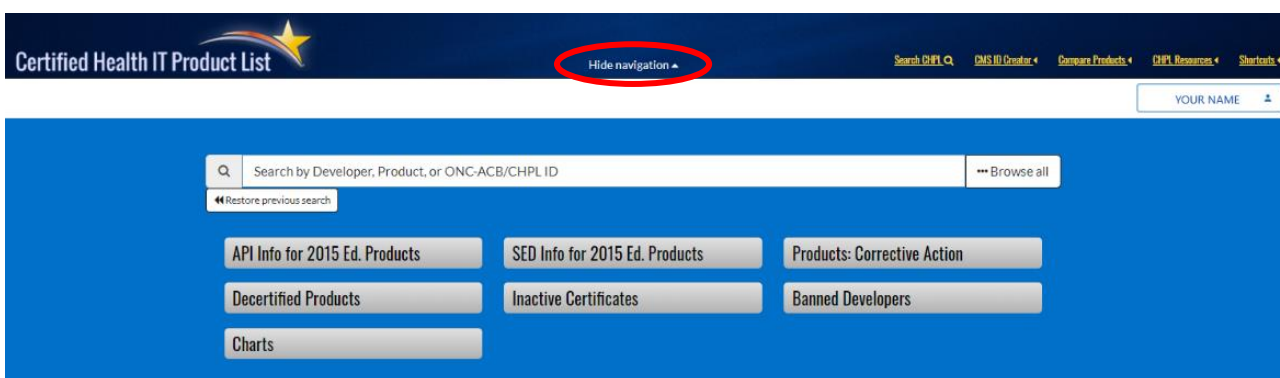
4) Clicking **"Show Navigation"** will display the public navigation items (i.e., the yellow links) at the top of the screen again.

For reference, detailed information on navigating the CHPL is available in the CHPL Public User Guide. To access it, click on the **"CHPL Resources"** link on the upper right navigation bar, and select **"CHPL Public User Guide"** from the drop-down menu.
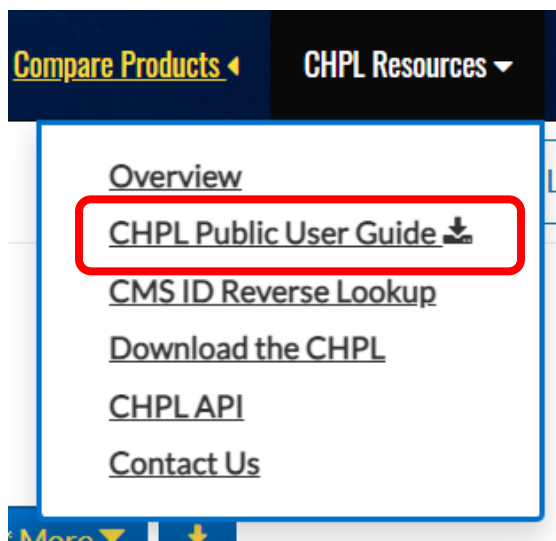
User Account Management

Edit Account Details

1) To edit the details of your user account, log in to the CHPL and navigate to the main CHPL **"Search"** page. Enter the name of your developer organization.

2) In the search results, click on the name of your developer organization under the Developer heading to open the Developer Information page.

3) On the Developer Information page, you will see your developer organization's contact information and associated user accounts on the left.

4) To edit your user account, select the pencil icon in your user account.

5) When the edit screen appears, you can edit your full name, friendly name, title, phone number, as well as prompt a password change on your next login.

6) When your edits are complete, select the **"Save"** button at the bottom of of the screen.

Password Management

1) To edit your password, log in to the CHPL and click on the button with your name in the upper right corner of the page.

2) Enter your previous password and create a new password. Re-enter your new password in the **"Verify Password"** field and click **"Confirm New Password".**

Inviting Additional Developer Users

1) On your developer organization's Developer Information page, you will see a text box at the top of the "Manage Users" section when logged in to the CHPL.

2) You can type a name, title, or email address into this text box to search for Developer User accounts already created for your developer organization. You can also select the ⁺👤 icon to add a new Developer User to your organization.

3) Once you click the ✚ icon, enter the email for the new Developer User into the text box that appears and click **"Send Invite".**

Invite a User   ×
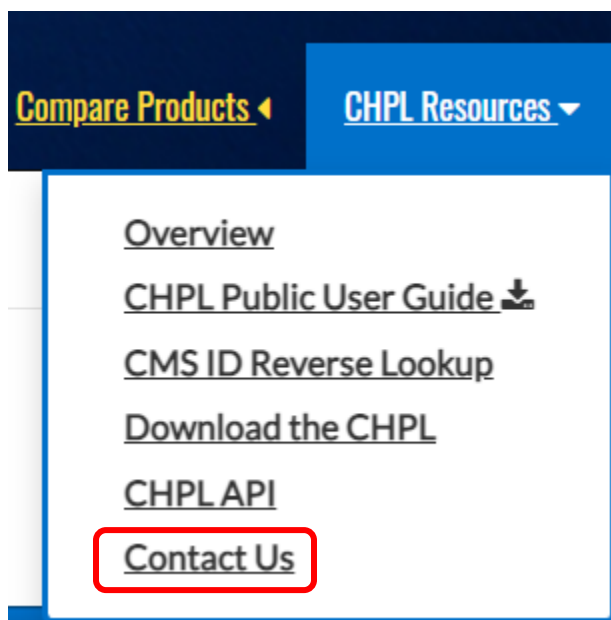
| EMAIL * |

SEND INVITE ✉

4) The newly created Developer User will receive an invitation email to create their account.

Technical Assistance

For technical assistance with accessing or navigating the CHPL, please use the **"Contact Us"** link on CHPL. To access it, click on the **"CHPL Resources"** link on the upper right navigation bar, and select **"Contact Us"** from the drop-down menu.

This will direct you to ONC's Health IT Feedback and Inquiry Portal to submit a ticket to ONC. When creating a ticket, please select "CHPL" as the category.